



TRADE SHOW APPLICATION
CITY OF PENDLETON

500 SW DORION AVE.
PENDLETON, OR 97801
OFFICE: (541) 966-0207 **FAX:** (541) 966-0231

NAME: _____

ADDRESS: _____

ADDRESS IN PENDLETON: _____

TELEPHONE:(_____) _____ SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____ STATE OF BIRTH: _____

Partnerships and/or Corporations please provide additional information as per section 21.C2 on back of this form.

LOCATION AND DATE: _____

DESCRIBE TRADE SHOW: _____

LIST ALL BUSINESSES PARTICIPATING IN TRADE SHOW: _____

I understand that the trade show can last no more than seven days in one calendar year and only the type of business described will participate. A fee of \$300.00 will be paid with the application. I also understand that there is a ten day review period for this application and that if any of the above information is found to be false or misleading, the license shall be revoked.

I understand that this form is only an application. If approved, a license will be mailed to my business address. If the application is not approved, a letter will be sent to notify me.

Signature _____

Date signed: _____

TRADE SHOWS

SECTION 21. Trade Shows.

A. A trade show is any profit or not-for-profit show within the City limits of the City of Pendleton which offers for sale or display merchandise of one (1) or more vendors at a location within the City. Trade shows include those shows located at the Pendleton Convention Center, Pendleton Airport and other public and private buildings. The purpose of the trade show license is to allow a number of vendors together under one (1) common area for a short period of time to display and sell their merchandise and to be properly licensed within the City of Pendleton. Trade shows for the purposes of this definition may not exceed:

- (1) one (1) week in duration in any one (1) calendar year; or
- (2) 26 periods of not more than three consecutive days in a single week. No license shall continue beyond that period specified in Section 5 of this Ordinance, without securing a second license. A trade show does not include the merchandising of goods and/or services of an already licensed Pendleton business or businesses.

B. Every trade show shall pay a business license fee of Three Hundred (\$300.00) Dollars. The responsibility for paying the fee is that of the promoter(s).

C. Application Procedure for Trade Shows. Each promoter(s) wishing to put on a trade show shall apply for a license with the City on forms furnished by the City. The application shall be filed with the Business License Administrator and shall contain at least the following information:

- (1) A description of the trade show and the businesses participating.
- (2) The name, address and date of birth of the applicant; if a partnership, the names, addresses and dates of birth of the partners; if the business is a corporation, its name and address of the home office, the name, address and date of birth of the registered agent in the State if a foreign corporation, and the name, address and date of birth of the local agent or agent or representative who will be in charge of the business in the City.
- (3) The address where the trade show will be located within the City of Pendleton.
- (4) The amount of license fee tendered with the application.
- (5) The date of the application.
- (6) A statement that the trade show will be for a period of seven (7) days or less in any one (1) calendar year and only the type of businesses described will participate.
- (7) Any other information the Business License Administrator determines necessary.
- (8) The signature of the promoter(s).

D. Promoter. Means any legal entity whether for profit or not-for-profit and whether a person, partnership, corporation or other legal entity which promotes a trade show.

E. License Duration. New licenses shall be valid for the duration of the trade show, as described in subsection A of this section.

F. Posting of License at all Times After the Issuance of the License. The license shall be posted in a conspicuous place upon the trade show premises available for inspection by the public and by employees and prospective employees of all businesses participating in a trade show. It shall be conclusively presumed that any trade show not complying with this section is operating without a business license.

G. Registration. Trade show participants shall be registered with the promoter(s) and the promoter(s) shall maintain a listing of all businesses which have participated or are participating in a trade show under the license.

H. **Round-Up Exception.** Each and every business operated as part of a trade show during Round-Up is required to have an individual business license.

(Section 21, as amended by Ordinance m 3517, passed April 18, 1995; Ordinance No. 3752, passed August 21, 2007.)

FOR OFFICE USE ONLY

Account #: 110-43150 (BLOTH)	
Date Application Received: _____	Receipt #: _____
Amount Paid: _____	Initials: _____
Date Application Approved: _____	Date Application Denied: _____
Date License Mailed: _____	Date Denial Letter Mailed: _____
License #: _____	Refund Check #: _____